



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 6, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 7, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 20, 2016**. Applicants will not be accepted after that time and date.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE IV

In-House Studies Project Manager  
Region 1/District 1/Programming  
Highways Project Implementation  
Schaumburg

Attachments  
40961

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, September 20, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer IV</b>	<b>Salary Range:</b>	<b>\$5,800 - \$9,230</b>
<b>Position Title:</b>	<b>In-House Studies Project Manager</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW114-23-51-803-13-01</b>	<b>IPR#:</b>	<b>40961</b>

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#### Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Programming/201 W. Center Ct., Schaumburg, IL

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#### Description Of Duties:

This position is accountable for directing a squad of engineers and technicians (which could include consultants) in the preparation and review of location study plans, reports, and environmental documents, reviewing plans and reports submitted by local agencies as they pertain to the state system, and reviewing access requests to major traffic generators so that they are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.

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#### Special Qualifications:

##### **Required:**

- A current Illinois Professional Engineer license
- A valid driver's license
- Ability to attend night meetings and perform field reviews outside the office

##### **Desired:**

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Strong oral and written communication skills
- Strong organizational skills, leadership and self-motivational skills; and the ability to maintain cooperative relationships

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#### Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

**\*This position is covered under the Revolving Door Prohibition (RDP) Policy\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 27, 2015	<b>POSITION:</b>	In-House Studies Project Manager
<b>APPROVED BY:</b>	<i>Peter E. Harmet</i>	<b>OFFICE/DIVISION:</b>	Highways/District One/Schaumburg/Bureau of Programming
<b>CODE:</b>	PW114-23-51-803-13-01	<b>REPORTS TO:</b>	In-House Studies Unit Head

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***Position Purpose***

This position is accountable for directing a squad of engineers and technicians (which could include consultants) in the preparation and review of location study plans, reports, and environmental documents, reviewing plans and reports submitted by local agencies as they pertain to the state system, and reviewing access requests to major traffic generators so that they are technically feasible, cost effective, minimize adverse environmental effects, and are acceptable to the public.

***Dimensions***

Subordinate Personnel:	3 - 7
Annual Number of Projects Completed:	10 – 15
Annual contract Value of Projects Completed:	\$25 - \$75 Million

***Nature and Scope***

This position reports to the In-House Studies Unit Head as do two other In-House Studies Managers. Reporting to this position are three to seven engineers, which could include consultants, who prepare and review corridor, route location and design studies.

This position directs and participates in the preparation and review of in-house location and design studies so as to ensure their engineering feasibility and cost effectiveness. The incumbent must also balance highway safety and capacity against potential adverse environmental impacts, and apply the principles of the Department's context Sensitive solutions (CSS) policy.

This position functions District-wide which is a transitional area, characterized by intense urban development within and abutting the City of Chicago, and rapidly changing land uses in the suburban and rural areas. The District contains over two hundred miles of expressways and ten thousand lane miles of arterial highways carrying a traffic volume of thirty billion vehicle miles annually. There also exist a large number of adjacent facilities and decreasing amounts of available right-of-way, all of which impose unusual problems in the preparation of combined location and design studies for highway improvements. All of these improvements are highly visible and require widespread public acceptance. The incumbent must find the best solution to these problems as s/he is confronted with large construction programs that impose very demanding deadlines.

Typical problems encountered by the incumbent include: balancing input from various District bureaus and determining what constitutes the proper scope of work for proposed highway improvements; ensuring that completed location and design studies embody the design standards and environmental analysis necessary applying proper design principles to route and site studies to develop effective solutions to problems; defining the environmental impact of locations selected; processing access requests and proposed highway-related mass transit facilities; and developing alternative technical solutions to problems encountered to facilitate public evaluation and acceptance of proposed projects. The greatest challenge to the incumbent is to properly balance engineering requirements, costs, and community acceptance while minimizing adverse environmental impacts.

The incumbent personally investigates the engineering feasibility and cost effectiveness of the scope of work and environmental criteria for proposed projects; recommends from alternates prepared by the Hydraulic Section the drainage design to be included in projects; adjusts personnel assignments so as to meet established schedules; meets with the Central Office, the FHWA and local agencies to discuss District location and design studies. S/He resolves difficult engineering problems and participates in public hearings and meetings to explain project impact to governmental officials and other stakeholders in order to receive public approval.

Significant coordination with various units within Programming is required of the incumbent to ensure all aspects of the Phase I process have been analyzed. This coordination will involve the Environmental Studies Unit, Geometrics Study Unit, Consultant Studies Unit, Survey Unit, Hydraulics Section and Data Bank Unit. The incumbent also maintains contact with the Bureaus of Design and Land Acquisition personnel regarding design proposals and right-of-way requirements and coordinates with the Bureaus of Traffic, Maintenance, construction, Materials, and Local Roads regarding operational and safety problems associated with proposed improvements, access requests, boring requests, and highway-related mass transit proposals and plans submitted by local agencies.

The incumbent establishes his/her responsibilities through three to six engineers and one technician who prepare In-House location and design studies. The incumbent will also be responsible for negotiating, managing, and monitoring consultants to perform these studies. As such, the incumbent is personally required to: meet with assigned consultants, prepare agreements, supplements, and extra work authorizations, review subconsultant agreements prepared by the prime consultants, make scope of work determinations and negotiate work hours and direct costs to finalize agreements. The incumbent is required to review consultant work in progress, ensure that schedules are maintained, resolve any engineering problems relating to assigned project, review all final reports/documents to ensure that schedules are maintained, resolve any engineering problems relating to assigned projects, review all final reports/documents to ensure Federal and State requirements have been met, determine acceptability of consultants' work, and prepare consultant evaluations.

The effectiveness of this position is measured by the completeness, accuracy and timeliness of finished projects.

### ***Principal Accountabilities***

1. Develop design alternates for assigned projects and ensure that location design studies reflect appropriate consideration of engineering standards, concern for the environment, and CSS.
2. Determines feasibility and acceptability of contemplated location and design studies.
3. Schedules location and design studies to ensure completion and prompt approval; updates and maintains the squad's management and monitoring system.
4. Provides for the direction, counseling, training and motivation of subordinate staff to ensure a high level of productivity, effective performance and continuous professional development.
5. Attend and present project scope to outside coordinating agencies in an effective and professional manner. Ensure effective presentation of plans during public meetings and hearings for those projects requiring a formal public involvement program, some of which occur during evening hours.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.